

Element 08 – Training

Version Number: 9

Version Date: August 22, 2016

Purpose

The District ensures that employees and contractors within the District's biosolids management program are adept in performing assigned duties. Employees receive training which, at a minimum, provides general awareness of the Biosolids EMS and how each employee's assigned roles and responsibilities relate to the entire biosolids value chain.

The following describes the District's procedures for maintaining a training program related to the District's biosolids management program.

Responsible Parties

EMS Coordinator

Director of Monitoring & Research

Division Heads

Resident Engineers of the Biosolids Contracts

Procedure

1. On an annual basis in April/May, the EMS Coordinator will send an email to the EMS Field Representatives instructing each area to conduct EMS Awareness Training. This training is intended for the employees new to the biosolids value chain. Document 8.2 is the list of employees that are required to attend EMS Awareness, which include the employees listed as the Primary Person Roles/Responsibilities column on the CCP tables and other various key individuals to the biosolids value chain. The employees in Document 8.2 are required to attend the Awareness training once, but are encouraged to attend the annual training as a refresher. Any employees not listed in Document 8.2 are also encouraged to attend. This training should be coordinated to occur before any verification or interim audit.
2. Training requirements for contractors will be incorporated into biosolids contracts. A list of all the biosolids contracts is on file with the EMS Coordinator.
3. Designated staff members are to attend conferences and seminars on an as-needed basis to expand their knowledge and understanding of their assigned roles and responsibilities.

References

Document 08.1 – Types of Training

Document 08.2 – Employees Required to have EMS Awareness Training

Element 15 – Biosolids Management Program Performance Report

List of Biosolids Contracts (on file with the EMS Coordinator)

Personnel Rules for the Classified Service of the MWRDGC

Revision History

Version Number	Version Date	Description of Revision
0	7/28/05	Original issue.
1	9/15/05	Added procedure to ensure that training requirements of contractors are in the contracts. Revised procedure to detail who needs to be EMS Awareness trained.
2	7/24/06	Revised Procedure on EMS Awareness Training.
3	3/19/07	Added requirement for annual memo to be sent in August.
4	5/9/08	Revised Procedure 2 to remove EMS Coordinator review of biosolids contracts. The EMS Coordinator is now the Biosolids Manager and all contracts are reviewed by this position. Added reference to the Personnel Rules for the Classified Service of the MWRDGC
5	4/22/09	Updated Position Titles for Division Heads
6	7/07/11	Procedure 4. Change of Report Title
7	10/17/11	Edited Footer with Official Document Location
8	3/16/15	Procedure Step 1. Updated training period from August to April/May.
9	8/22/16	Edit Procedure, Step 1. Replacing memo with email to EMS Field Reps. Deleted Step 4 of procedure.